

ASSISTANT SHERIFF
(Unclassified Management)

DEFINITION:

Assistant Sheriffs are unclassified management positions serving at the pleasure of the Sheriff without civil service tenure. They are part of the Sheriff's top management staff and they assist the Sheriff and Undersheriff in the overall administration of the Department by managing the Sheriff's three major budget programs. These programs are Law Enforcement Services, Detention Facility Services and Administration Services. Assistant Sheriffs are directly supervised by the Undersheriff, which is also an unclassified position serving at the pleasure of the Sheriff, and they in turn supervise sworn and civilian managers of major bureaus and divisions, who are classified civil service employees.

DISTINGUISHING CHARACTERISTICS:

As members of the Sheriff's Executive Management Team, Assistant Sheriffs help develop department policies, assist in long-range planning for the department, recommend priorities for department resource allocation, help develop the department's annual appropriations request for submission to the Board of Supervisors, help promote cost-effective management practices in the department, and in general, assist the Sheriff in achieving his overall objectives of efficiency, economy and effectiveness in public safety services for the citizens of San Diego County.

EXAMPLES OF DUTIES:

As the Program Manager of a major functional responsibility of the Sheriff, an Assistant Sheriff operates within policy established by the Sheriff, and under general supervision of the Undersheriff, to maximize the assigned personnel, equipment, supplies and budget appropriations to accomplish the programs objectives and outputs. Typical tasks of an Assistant Sheriff include:

1. Planning, organizing, staffing, and coordinating bureau and division activities within the assigned programs area;
2. Conducting assessment, program needs, analyzing data and developing operational plans to meet the needs;
3. Developing, planning, organizing, and conducting training sessions to build management and supervisory team effort.
4. Researching practices, case law and statutory law within the program area;
5. Representing the Sheriff's Department with other county departments or criminal justice agencies;
6. Engaging in community and public relations programs, appearing as a public speaker and participating in professional association affecting the assigned program area.

More specific management responsibilities for each program are as follows.

Assistant Sheriff – Law Enforcement Services:

Under policy direction of the Sheriff and general supervision of the Undersheriff, the Assistant Sheriff for the Law Enforcement Services is responsible for managing the Sheriff's Law Enforcement Services Program on a Countywide basis. This program provides the direct law enforcement services to residents of the unincorporated areas, and contract cities. In addition, it provides regional law enforcement support services to municipal police departments in the County. The Assistant Sheriff maintains liaison with the city managers and councils of the contract cities and with the police chiefs of the municipalities.

The Assistant Sheriff for Law Enforcement Services directly supervises Sheriff's Commanders who head the Law Enforcement Operations Bureau and the Law Enforcement Support Bureau and oversees the management responsibility of managers who head decentralized stations and divisions. As manager of the Sheriff's Law Enforcement Services Budget Program, this Assistant Sheriff is responsible for employees consisting of sworn officers and civilian personnel. Employees within this program are deployed throughout the county at separate locations, including the Sheriff's main office, stations, substations, and residents' offices.

Assistant Sheriff – Detention Facility Services:

Under policy direction of the Sheriff and general supervision of the Undersheriff, the Assistant Sheriff for Detention Facility Services is responsible for managing the Sheriff's Detention Facility Services Program on a countywide basis. This program provides a regional service to the entire County, including all law enforcement agencies and all of the Courts, by receiving, booking, detaining, and releasing those who are charged with or convicted of criminal offenses. In addition, the program provides a range of food, medical, psychiatric, dental, clothing, counseling and religious services to inmate population consisting of men and women in separate detention facilities.

The Assistant Sheriff for the Detention Facility Services directly supervises Sheriff's Commanders who head the Detention Facility Operations Bureau and the Detention Facility Support Bureau and oversee the management responsibilities of managers, both sworn and civilian, who head the Detention Facilities and major support divisions. As manager of the Sheriff's Detention Facility Services Budget Program, this Assistant Sheriff is responsible for employees, consisting of sworn officers and civilian personnel. Employees within this program are deployed at locations throughout the county, including the Sheriff's main office and detention facilities.

Assistant Sheriff – Administrative Services:

Under policy direction of the Sheriff and general supervision of the Undersheriff, the Assistant Sheriff for the Administrative Services is responsible for managing the Sheriff's Administrative Services Program. This program provides internal administrative and staff support to the entire department employees. The program also provides regular liaison with other county service departments, and provides some specialized services directly to the public and other criminal justice agencies. The functions of the Administrative Services Program include Personnel Administration, Recruitment, Affirmative Action, Background Investigation, Training (Recruit, In-Service, Weapons) Career Planning, Internal Affairs Division, Crime Prevention, Juvenile Diversion, International Liaison, Industrial Relations, Public Information, Payroll Administration, Budget and Planning, Fiscal Control, Property Management, Records Division, and License Division. These functions are provided for a complex, widely decentralized, 24 hour-a-day, public safety service organization. This program also services police departments, prosecutors and the courts with some of its regional functions such as Records, Training, etc.

The Assistant Sheriff for Administrative Services directly supervises a Sheriff's Commander who heads the Special Services Bureau and civilian director who heads the Office of Staff Services. He/ she also oversees the management responsibilities of division managers, both sworn and civilian. He/she acts as the Sheriff's personnel liaison to the Board Officers, the Chief Administrative Officer's budget staff, the Auditor/Controller's staff, and the Department of Human Resources.

As manager of the Sheriff's Administrative Services Program, this Assistant Sheriff is responsible for employees

assigned to the program including sworn officers and civilian personnel. Employees within this program are deployed at separate locations in the County, including the Sheriff's main office, training facilities, stations and substations.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- The General Management System in principle and in practice.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:

Background Investigation:

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on the number, severity, and recency. Applicants will be subject to a thorough background check including polygraph testing.